



The Beacon

Leading Independent Prep School for boys aged 4-13
Amersham, Buckinghamshire

Driver (Estates Team)
For September 2023



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| Email: | recruitment@beaconschool.co.uk |
| Website: | www.beaconschool.co.uk |

The School is committed to safeguarding and promoting the welfare of children. Applicants must be prepared to undergo appropriate child protection screening, including checks with past employers and the Disclosure and Barring Service.

The Beacon is an equal opportunities employer.

Registered in England No. 01067862. Registered Charity No. 309911.



From Nick Baker

Headmaster



Dear Applicant,

Thank you for your interest in working as one of our drivers and with our Estates Team at The Beacon. The Beacon is a large and busy independent prep school for boys aged between 3 and 13, set in on a 16 acre site near Amersham, Buckinghamshire.

We are looking for a careful and responsible driver with a polite, cheerful and pro-active attitude. The successful candidate will be tasked with core duties comprising mini-bus driving and ensuring our school vehicles are well-maintained, fuelled, cleaned and checked.

The role requires **15 hours per week** during **term time** where the need is to cover the **Afternoon/Evening Shift (3 hours/day), Monday to Friday** from **3.30pm** to **6.30pm**

Applicants must have a full, clean driving licence (with D1 status), previous experience in a similar role would be an advantage, but not essential as training will be provided. The post would commence September and only once all the required recruitment and safeguarding checks have been satisfactorily completed.

To give you a flavour of life at The Beacon please take a look around our website www.beaconschool.co.uk. You will find our Safeguarding and Child Protection Policy on the Vacancies page and other useful policies on the website too.

The Beacon is a remarkable school, and we seek remarkable people. I look forward to hearing from you.

Nick Baker
Headmaster

IMPORTANT NOTE:

- *The school is committed to safeguarding and promoting the welfare of children. Safeguarding checks will be undertaken in accordance with School policy*
- *The safeguarding responsibilities of the post can be found in the job description and person specification in this recruitment pack*
- *The post is exempt from the Rehabilitation of Offenders Act 1974.*



Professional Standards

The Following is our 'Circle of Success'. It is this which makes The Beacon a special place to be educated and work at. All our staff live and breathe by the professional principles below. If these resonate with you, you would definitely enjoy working at our School.





The Role and Job Description

| | |
|----------------------|---|
| Role: | Driver |
| Hours: | 15 hours per week during term time - 3 hours/day, Monday to Friday from 3.30pm to 6.30pm |
| Reporting to: | Facilities Manager |

Job Purpose:

To work as part of a team primarily delivering the school bus service and maintaining the vehicle fleet with the highest standards of professionalism

Main Responsibilities

- Safe and careful transportation of pupils, staff and equipment
- Ensuring the cleanliness and roadworthy condition of fleet of school vehicles
- Maintaining accurate vehicle records and logs of each journey
- Undertaking basic maintenance as and when required
- Ensuring required vehicle checks undertaken
- Following the school's vehicle operation manuals and procedures at all times
- Review and compliance with relevant risk assessments
- Observing health & safety rules and requirements at all times

Other Duties:

- To fully participate in training courses and other meetings
- To fully participate in the School's appraisal process for support staff.
- To carry out any other duties that may reasonably be required by the Headmaster.
- Commitment to the safeguarding and welfare of children

Safeguarding:

Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact; following the School's safeguarding policy at all times and using the internal systems/contacting the DSL for monitoring safeguarding, wellbeing and pastoral issues



Note:

- The role will involve daily contact with children and a high level of responsibility for children. The role constitutes regulated activity with children.
- In the role, you may also be required to undertake such other duties as the Head reasonably requires from time to time.

In all areas of school life, staff are expected to lead by example and demonstrate and uphold the values and principles that we wish the boys to learn.

Package

Salary: Hourly rate of c£14.00

Benefits: 5% employer pension contribution
Life assurance and income protection insurance
6 weeks annual leave to be taken during non-term time



Person specification

| | Essential | Desirable |
|-----------------------|---|--|
| Qualifications | <ul style="list-style-type: none">• Clean driving licence• D1 licence | Certificate of Professional Competence |
| Experience | <ul style="list-style-type: none">• Previous experience of acting as a driver | previous experience of working in a school |
| Skills | <ul style="list-style-type: none">• Excellent communication skills, at ease with dealing with young people and staff | |
| Knowledge | <ul style="list-style-type: none">• Excellent knowledge of road safety and the highway code | |
| Other | <ul style="list-style-type: none">• Committed to the safety of self and others• Hardworking• Passionate about high standards of workmanship• Friendly and approachable• Ability to remain calm and professional in all situations• Self-motivated and versatile• Excellent role model• Highly professional with positive outlook• Team player | |

Please note:

The successful candidate will be required to undertake a competency test* prior to confirmation of a job offer, and will also be required to complete child protection training.



The Process

The school is committed to safeguarding and promoting the welfare of children.

All applicants must be prepared to undergo appropriate child protection screening, including checks with past employers and the Disclosure and Barring Service. The Beacon is an equal opportunities employer. References will be required and any relevant issues arising from such will be taken up at interview or a suitable point during the process.

Candidates who have a disability or any other special requirements should let the school know if there are any reasonable adjustments they would like the school to make as part of this recruitment process.

There is a requirement to complete the school's Application Form which can be downloaded from the website. Please send a copy of your completed Application Form and covering letter to recruitment@beaconschool.co.uk

The closing date for receipt of applications is **04 July 2023**.

(Please note we encourage all interested to apply early as The School reserves the right to close the process earlier than that stated).

(Please note that whilst an interview is to be used as the primary feature of the selection process, if invited for interview you will be advised as to whether any additional selection methods will be required to supplement the interview. This may include a lesson, presentation and/or other task. Whatever methods are chosen, the panel will use these to assess the merits of each candidate against the job and person specification).

